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ABSTRACT

This guide begins by offering advice to students who have been assigned to write a research paper and hints to teachers for ways in which they can facilitate the process for their students. It then presents detailed guidelines for students in nine steps: (1) Selecting a Topic; (2) Narrowing the Topic; (3) Formulating a Preliminary Question Outline and a Tentative Thesis; (4) Assembling a Working Bibliography; (5) Taking Notes; (6) Developing a Detailed Working Outline; (7) Writing a Rough Draft; (8) Revising the Rough Draft; and (9) Preparing and Assembling the Final Copy. Guidelines are presented in question format with detailed explanations and samples where appropriate; a word of caution or things to keep in mind conclude most of the steps. Appendices include sample title pages; topic outlines; opening pages with or without a traditional title page and documentation in parentheses, endnotes, or footnotes; endnotes; and bibliography. (BBM)

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